

4 MAGNETIC MEDIA WAGE REPORTING

Magnetic Tape

Wage Record Reports can be submitted on 9 track reels of magnetic tape or 3480, 3490, and 3490E tape cartridges. Prepare tapes and tape cartridges in the IBM 3400 tape series compatible format. Prepare and submit the tape as follows:

1. Write data submitted on reels of tape on 1/2-inch, 9-track magnetic tape, odd parity, in the unpacked mode;
2. Prepare 3480, 3490 & 3490E cartridges with data in uncompressed format only;
3. Use a recording density of 6250 BPI or 1600 BPI. A recording density of 6250 is preferred;
4. Internal tape labels are preferred;
5. Separate header and trailer labels from the data records by a tape mark;
6. Write header and trailers in the same recording density as data records;
7. Record magnetic tapes or tape cartridges in Extended Binary Coded Decimal Interchange Code (EBCDIC) or in 8-bit American Standard Code for Information Interchange (ASCII). Character sets other than those indicated will not be accepted;
8. Create records on tape fixed block. Block size should be a multiple of the Record Length. Tapes written variable blocked with record descriptor words are not acceptable and will be returned for correction. The blocking factor is to be consistent throughout the tape report. A short block (less than the standard tape-blocking factor) is acceptable at the end of the tape file only;
9. Complete Form UC-7822, Magnetic Media - Transmitter Report.

File Content: Each file must be in one of the three accepted wage reporting formats, which includes your 10 digit UI account number, quarter/year, Social Security numbers, first and last names and gross wages.

Multiple Files: Authorized representatives reporting wage information for multiple employers should report all information on the same tape as opposed to separate tapes for each employer. Each tape must consist of a single file containing all records for each employer(s) under the correct UI Account Number, with no intervening tape marks.

Corrections to Information Submitted on Tape: Replacement tapes will be accepted to correct wage information previously reported. Clearly label both your tape and transmitter report as replacement data. If only a few adjustments are necessary, please do not send a replacement tape, but instead prepare a Wage Adjustment Report, Form UCT-7878. (See Part 8 for more information about Correcting Information Previously Reported.)

Do not mail your Tax payment with your magnetic media report.

MAGNETIC MEDIA - TRANSMITTER REPORT

Unemployment Insurance - DWD, Wage Reporting, P.O. Box 7962, Madison, WI 53707

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

DATE _____

INTERNAL TAPE LABEL

May 2006

QUESTIONS REGARDING MAGNETIC TAPE

Phone: (608) 267-4406

Email: wagenet@dwd.state.wi.us

MAILING INSTRUCTIONS

When mailing your magnetic tape or cartridge, affix and complete an external tape label to tape or cartridge, and complete and enclose a Transmitter Report and return address label.

1. External tape/cartridge label

2. Return address label

STATE OF WISCONSIN - EXTERNAL TAPE LABEL

TRANSMITTER'S NAME		REEL	
		OF	
VOLUME SERIAL NUMBER			
QUARTER	YEAR	BPI <input type="checkbox"/> 1600 <input type="checkbox"/> 6250	RECORDING CODE <input type="checkbox"/> EBCDIC <input type="checkbox"/> ASCII
BLOCK SIZE	RECORD LENGTH	TOTAL RECORDS	INTERNAL TAPE LABEL <input type="checkbox"/> YES <input type="checkbox"/> NO

RETURN TAPE TO: (TRANSMITTER TO COMPLETE)

NAME		
ADDRESS		
CITY	STATE	ZIP CODE

3. Magnetic Media - Transmitter Report, Form UCB-7822

If additional pages are needed to list all employers on the tape, you may attach a printout of UI account numbers and number of employee records per employer. The Transmitter Report will serve as the summary document for all wage information submitted on the tape or cartridge, and must be signed by the authorized representative.

Mail your tape or cartridge and transmitter report to:

DWD - UI Wage Record
P.O. Box 7962
Madison, WI 53707

You can file your quarterly Tax Report UCT 101 via the Internet <http://uiqtws.dwd.state.wi.us> and make your payment via Electronic Funds Transfer (EFT) by calling 608-261-6700.

Do not mail your Tax payment with your magnetic media report.

Diskette

Disk Formats: We can process floppy disks in the following formats:

IBM PC-DOS or MS-DOS compatible:

3 1/2 inch floppy 720k or 1.44 MB.

While we cannot currently process Apple and other non-MS-DOS diskettes, any type of computer may utilize our bulletin board system to transmit files via modem.

Disk Files: One or more wage report files may be submitted on a diskette. Do not use subdirectories. Please submit **ASCII TEXT** files only. Spreadsheet and database files must be converted to text files prior to submission.

Files Names: Please use the first 6 digits of your UI account number or an abbreviation of your company name.

Samples: 123456 or ABFOODS

File Content: Each file must be in one of the documented wage reporting formats, which include your 10 digit UI account number, quarter/year, Social Security numbers, first and last names and gross wages.

Each file may contain wage reports for one or more UI account numbers with data for each account grouped together. Files with unrecognized data will not be processed.

You may consider using the public domain archive programs ARC, PKARC or PKZIP, which produce a compressed file. If using Arc or PKZIP please include the suffix .ARC or .ZIP on your file name.

Diskette Label: Each Diskette should be labeled with: Employer Name, Quarter/Year, Contact Person & Phone Number, Employer Mailing Address, UI Account Number, and Number of Employee Records.

Sample:

ABFoods	1/06
Jane Doe	608-123-4567
Street	
City, State, Zip	
UI Account Number	218Recs.

MAILING: Send all wage reporting diskettes to:

DWD - UI Wage Record
P. O. Box 7962
Madison, WI 53707

Do not mail your contribution report and payment with your magnetic media wage report.

You can file your quarterly Contribution Tax Report UCT 101 via the Internet <http://uiqtwrs.wisconsin.gov> and make your payment via Electronic Funds Transfer (EFT) by calling 608-261-6700.

CORRECTIONS TO INFORMATION SUBMITTED ON DISKETTE: Replacement Diskettes will be accepted to correct wage information previously reported. Clearly label your diskette as replacement data. If only a few adjustments are necessary, please do not send a replacement diskette, but instead prepare a Wage Adjustment Report, Form UCT-7878. (See Part 8 for more information about Correcting Information Previously Reported.)

QUESTIONS REGARDING DISKETTE:
Phone: 608-266-0528
E-mail: wagenet@dwd.state.wi.us